



AHMED MOSTAFA SABBABH

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OBJECTIVE

To Work in an interactive environment where I can utilize my educational background in addition to Enhancing my Talent, Skills and Improving my career Position.

PROFILE

A dedicated and self motivated professional with comprehensive experience in accounting, and financial management. Talent for proactively identifying and resolving problems, streamlining the work flow and maximizing productivity. Ability to work under tight deadlines and manage multiple tasks. Advance computer skills. Strength in

- General Ledger Management
- Reconciliations
- Costing & Inventory Control Systems
- Account Payables & Receivables
- Fixed Assets Management
- Submission of Vat Return
- Corporate Liaison
- Productivity Enhancement
- Petty cash handling
- Real-Estate Mangement

EXPERIENCE

Accountant (From 01-01-2011 TO 30-04-2012) at Danone Dairy Products in Egypt.

Accountant (From 03-05-2012 TO 10-03-2013) at Bin Thani Contracting L.L.C in Doha & Qatar

Accountant (From MAY 2013 To – 31-05-2017)at Zainal Abdul Rahman Group Of Companies.

Chief Accountant (From 01-06-2017 To - Present)at Zainal Abdul Rahman Group Of Companies.

Responsibilities :

- Finalizing the books of accounts by preparing the Profit & Loss A/C, Balance Sheet independently.
- Handling of Accounts Receivables and Payables.
- Scrutinizing the ledger accounts of Debtors, Creditors, Sub Contractors, General Ledger & Inter branch accounts.
- Reconciliation of inter companies accounts every month.
- Preparation of detailed Budgeting, Costing & MIS reports for the management. Balance sheet analysis, compiling proposals and examining financial statements.
- Physical Verification of Closing Stock and Maintaining stock records.
- Checking Sub-contract payment certificates with agreement, Suppliers invoices with delivery order and LPO, verifying the signature and preparing payment vouchers and cheques for suppliers and sub-contractors.
- Involved in developing a framework for Finance, Accounting, Costing, and Inventory Management.
- Involved in preparation of a comprehensive data on Fixed Assets, Payroll monthly basis to the Management.
- Well experienced in Project/Job Costing and Product Costing.
- Co ordination with Banks for Letter of Credit, TR loan & Overdraft Facilities.
- Imparting training on the Orientation Manual & Accounting Packaging to the executives & trainees of the organization.
- Submission of Vat Return Every 3 Monthes and paying dues and Tax Refunds
- Managine the owner's Realestae Company.
- Preparing Final Financial Reports and Auditing by Talal Abu Gazala Office
- Doing any Another Tasks.
- Preparing Paroll & Leave Salary & Gratutiy For All Staff
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Accounts Receivables

- Settlement of the Cheques, Bank Charges, Bank Loans, Interest Charges, L.C Settlements & Discounting L.C in the Delta System.
- Reconciliation of the entire Debtor Accounts on monthly basis.
- Received Cash And Cheques form Salsmen daliy and Deposit in Banks
- Recording All Recepits in Delta System (Foucs)

Accounts Payables

- Check the availability of funds.

- Generate Ageing Report on weekly & monthly basis before processing the payment and Management Report.
- Reconciliation of supplier's account with our Ledger in Delta System.
- Checking preparation of Cheques procedures.
- Checking preparation of Telex Transfers procedures on the bases of vendor Bank Information and Payments Terms.
- Handled payment matters of more than 200 Local & International vendors.
- Dispatching of all the payments along with supporting documents to the signatories.
- Payment to other accounts rather than suppliers such as Employees Advances & Final settlements.
- Tracking of the supplier's invoices with Production Section.
- All the Utility Bills e.g. DEWA, SEWA, Etisalat, Accommodation Rents payments processing.
- Calculating & Processing Commissions to Sales Manager & Agents.
- Maintained petty cash account & to make sure the reimbursements on proper time.
- Liaison with administration department for employee's final settlements, gratuity, leave salaries & for all the rent agreements.

Petty Cash

- Appraise all Petty Cash Claims along with Sales Offices Petty Cash Claims.
- Checking all the Financial Approvals before Reimbursement.
- Looking Daily Cash for various expenses and posting in the Delta system according to the cost centers.
- Reimbursement of Petty Cash to all the local petty cash.
- Tracking of all the advance payments to the suppliers for settlement.
- Closing the Daily Petty Cash and providing report to the Management

Invoice Handling (Suppliers)

- Receiving of LPO's from the Procurement Department for processing.
- Receiving invoice from Suppliers.
- Verification of the LPO with the GRN (Goods Received Notes), received from the stores.
- Comparison of the Invoices with the LPO & GRN.

- Booking of the Invoices to the various Cost Centers in the Accounting System.
- Preparing Vendors Weekly Ageing Report.
- Forwarding the Ageing Report to the Payments Section for processing.
- Reconciling all the Supplier accounts on monthly basis.

Realestate)

- Preparing Lease and Commercial Contracts for Tenants.
- Receiving all cash or Cheque from Tenants and Preparing Receipts.
- Track All Cheques of Tenants and Deposit it in the Same Date.
- Preparing Bank Reconciliations every Month..
- Follow up All Maintenance work in the Property and Solving All Problems.
- Issued All Cheques of Insurance Refundable .
- Providing Management with monthly Report of rents
- Reconciling all the Tenant accounts on monthly basis.

EDUCATION

**2006–2010 Faculty Of Commerce, Tanta University - Egypt
B.Com, Bachelor of Commerce, Accounting Division.**

COMPUTER LITERACY

Proficient in the following software:

- Delta Software. (Accounting System)
- Simply Accounting, Peachtree)&Computerized Accounting(Excel & Peachtree)
- Windows NT.
- MS Office (Word, Excel, Outlook & PowerPoint), Lotus Notes

PERSONAL DATA

Date of Birth: December 1, 1988

Nationality: Egyptian

Marital Status: Engaged

Visa Status: Resident visa.

• Holding a valid UAE Driving License.

PROFESSIONAL CERTIFICATE

- November 2011 **American Diploma in Commerce science (ADCS)** (CIA- Certification– The Institute of American International center.
- **Peachtree compelte computer**

LANGUAGES

- **Arabic:** Mother Tongue.
- **English :** Spoken – Very Good
Written – Very Good.
Reading – Very Good